

Appendix Group A: Planning Tools

Appendix D-1: VA PANDEMIC PREPARATION ACTION GRIDS

Following are several grids that outline planning steps for pandemic influenza. These reflect the text in Section 2 and provide numbers of subsections (e.g., 2.1.2 Coordination) for cross reference.

The grids cover:

- VA Central Office
- VHA facilities
- VBA
- NCA

These grids can be a starting point to identify steps, name responsible offices and individuals to carry out these steps, and track progress.

Preparing for Pandemic Influenza: VA Central Office Action Grid					
Section	Preparation Action	Responsible Office	Responsible Person	Completion Date (Planned)	Completion Date (Actual)
2.1.2 Coordination					
	Coordinate efforts with Federal, state, local, tribal organizations & agencies				
	Meet VA obligations under National Implementation Plan				
	Establish VA Pandemic Influenza Advisory Group				
	Plan to respond to pandemic outbreak using emergency management resource plans				
2.1.3 VA Central Office Preparations					
	Develop plan to use COOP, identify essential functions, consider flexible work standards, leave options				
	Communicate with staff on pandemic influenza, protecting themselves, public health measures, plans, and policies				
	Plan to obtain and administer antivirals and vaccine				

Preparing for Pandemic Influenza: VA Central Office Action Grid					
Section	Preparation Action	Responsible Office	Responsible Person	Completion Date (Planned)	Completion Date (Actual)
2.1.4.1 Public Affairs/Communications					
	Develop central Internet and intranet sites				
	Encourage facilities and networks to create communication plans				
	Develop education and information material for distribution				
	Identify & train key lead spokespersons at all levels				
	Gather all emergency information from key partners at all levels				
	Disseminate announcements thru subject matter experts to media				
	Create tools & templates for basic messages				
	Update all levels on Plan and pandemic influenza				
	Strengthen relationships with national, Federal, and private partners				
	Anticipate and prepare for questions and answers				
	Brief Congress, VSOs, media				

Preparing for Pandemic Influenza: VA Central Office Action Grid					
Section	Preparation Action	Responsible Office	Responsible Person	Completion Date (Planned)	Completion Date (Actual)
2.2.2 VHA Coordination					
	Work across offices, networks, Federal, state, local partners				
	Participate in and organize VA Pandemic Influenza Advisory Group				
	Prepare to use emergency plans as needed				
	Plan to acquire vaccines, antivirals, diagnostics, and materiel				
	Develop transparent process of allocating these and other resources in a pandemic				
	Assess acquisition of mobile clinics or modular medical stations				
2.5 Develop & Conduct Tabletop Exercises					
	Practice coordination within VA and with Federal, state, local and tribal organizations				
	Clarify/identify roles and responsibilities				
	Identify strengths & areas of improvement				

Preparing for Pandemic Influenza: VHA Facility Action Grid					
Section	Preparation Action	Responsible Office	Responsible Person	Completion Date (Planned)	Completion Date (Actual)
2.2.3.1 Facility Pandemic Influenza Plans					
	Develop and test plans				
	Participate in state/local drills				
	Adapt sample SOP for use during a pandemic (see Appendix D-2)				
2.2.3.2 Workforce Preparation					
	Identify essential functions				
	Provide education				
	Identify provider skill sets				
	Recruit & credential non-VA providers				
	Create staff & volunteer tracking system				
	Identify staff able to work using respirators				
	Name & create a Pandemic Response Team				
	Identify child care, home support				

Preparing for Pandemic Influenza: VHA Facility Action Grid					
Section	Preparation Action	Responsible Office	Responsible Person	Completion Date (Planned)	Completion Date (Actual)
2.2.3.3 Physical Site Preparation					
	Develop plans to free clinical space				
	Identify space for new separate waiting and emergency room areas				
	Consider reactivating closed space or buildings				
	Map patient flow to plan use of restricted areas				
	Identify and develop plans for alternative usable space				
	Assess building & engineering systems				
	Plan locations of hand cleaning stations				
	Identify space & plan for cohorting of infected patients				
	Plan for transportation of staff & patients				
	Plan for management of fatalities				
2.2.3.4 Infection Control & Precautions Preparation					
	Ensure ongoing employee education				

Preparing for Pandemic Influenza: VHA Facility Action Grid					
Section	Preparation Action	Responsible Office	Responsible Person	Completion Date (Planned)	Completion Date (Actual)
	Establish & maintain seasonal influenza vaccinations				
	Heighten institutional surveillance for influenza				
	Plan to educate staff re symptoms and develop call-in system				
	Work with HR on authorized absences and other leave policies				
	Develop protocols to track & manage sick staff				
	Develop criteria for limiting visitor access.				
	Create strategy for supply maintenance				
	Ensure adequate personal protective equipment and hand hygiene supplies				
2.2.3.5 Countermeasure Preparation					
	Use established acquisition and contracting systems or the NAC				
	Plan for vaccine administration				
	Plan for antiviral acquisition & distribution				
	Plan for lab & diagnostic resources				

Preparing for Pandemic Influenza: VHA Facility Action Grid					
Section	Preparation Action	Responsible Office	Responsible Person	Completion Date (Planned)	Completion Date (Actual)
2.2.3.6 Medical Materiel Preparation					
	Identify all resources, supplies & equipment needed to treat infected patients				
	Obtain & stockpile durable & consumable supplies				
	Identify systems for how/where to store supplies				
	Evaluate existing contracts for supplies, enhance if necessary				
	Identify security issues				
	Assess transportation routes for supplies				
	Develop distribution plan for supplies				
	Participate in table top exercises on supply management				
2.2.3.7 Health Care Delivery Preparation					
	Prepare and ready the Pandemic Response Team				
	Know response & “trigger” for first case				
	Estimate potential surge in demand				

Preparing for Pandemic Influenza: VHA Facility Action Grid					
Section	Preparation Action	Responsible Office	Responsible Person	Completion Date (Planned)	Completion Date (Actual)
	Develop triage systems for care delivery				
	Identify separate waiting areas for the symptomatic				
	Plan for isolation rooms, intensive care & assisted ventilation				
	Plan for novel care delivery strategies				
<i>2.2.3.8 Support for and Management of Exposed & Ill Staff</i>					
	Plan provisions to protect staff				
	Plan for treatment of staff				
	Create surveillance & triage systems				
	Identify lab diagnostic systems				
	Create lab reporting & disclosure system				
	Develop plans for excluding staff from work based on health				

Preparing for Pandemic Influenza: VHA Facility Action Grid					
Section	Preparation Action	Responsible Office	Responsible Person	Completion Date (Planned)	Completion Date (Actual)
	Plan possible provisions for staff's family members in order to keep staff at work in an emergency, depending on availability of equipment, supplies, and medications and on responsibilities and assignments of facility under the National Response Plan				
2.2.3.9 Mental Health Preparation					
	Plan resources for increase in services				
	Plan consultation processes				
2.2.3.10 Surveillance and Reporting Preparation					
	Plan for use of available diagnostics				
	Plan to use established reporting mechanisms				
	Plan to collaborate with state and local health departments				
2.2.3.11 Security Preparation					
	Plan for security of facilities to prevent unrest and assist with flow of crowds				
	Review local support agreements				

Preparing for Pandemic Influenza: VHA Facility Action Grid					
Section	Preparation Action	Responsible Office	Responsible Person	Completion Date (Planned)	Completion Date (Actual)
	Educate on medical procedures, especially use of personal protective equipment				
2.2.3.12 Communications Preparation					
	Provide information & education on pandemic-related issues for stakeholders				
	Establish communication plans for use before and during a pandemic				
	Develop information on the Plan, roles, responsibilities, pandemic influenza, its mitigation, local resources				
	Identify stakeholders in and out of VA				
	Engage in dialogue where possible				
	Plan streamlined information approval process for emergencies				
	Identify and train spokespersons				
	Develop information templates				
	Update contact lists				
	Expand emergency communications capabilities				

Preparing for Pandemic Influenza: VHA Facility Action Grid					
Section	Preparation Action	Responsible Office	Responsible Person	Completion Date (Planned)	Completion Date (Actual)
<i>Other:</i>					
	Other:				
	Other:				
	Other:				

Preparing for Pandemic Influenza: VBA Action Grid					
Section	Preparation Action	Responsible Office	Responsible Person	Completion Date (Planned)	Completion Date (Actual)
2.3.2 Coordination Preparation					
	Be familiar with Continuity of Operations Plans				
	Review how all operations will be affected				
	Be represented on the VA Pandemic Influenza Advisory Group				
2.3.3.1 Creation of Pandemic Influenza Plans					
	Plan for operations under altered work conditions				
2.3.3.2 Workforce Preparation					
	Plan to provide PPE, hand hygiene supplies, vaccine, and antiviral medications				
	Prepare policies to cover a range of staffing issues				
	Provide staff education				
	Plan procedures for temporary office closings				
2.3.3.3 Infection Control Preparation					
	Provide education				

Preparing for Pandemic Influenza: VBA Action Grid					
Section	Preparation Action	Responsible Office	Responsible Person	Completion Date (Planned)	Completion Date (Actual)
	Develop protocols to track & manage sick staff				
2.3.3.4 Security Preparation					
	Educate security on pandemic influenza and the use of PPE				
2.3.3.5 Communication Preparations					
	Develop a communications plan				
	Plan alternate pathways of communications for use during a pandemic outbreak				
	Other:				
	Other:				

Preparing for Pandemic Influenza: NCA Action Grid					
Section	Preparation Action	Responsible Office	Responsible Person	Completion Date (Planned)	Completion Date (Actual)
2.4.2 Coordination Preparation					
	Be familiar with Continuity of Operations Plans				
	Review how all operations will be affected				
	Be represented on the VA Pandemic Influenza Advisory Group				
2.4.3.1 Creation of Pandemic Influenza Plans					
	Plan for operations under altered work conditions				
2.4.3.2 Workforce Preparation					
	Plan to provide PPE, hand hygiene supplies, vaccine, and antiviral medications				
	Prepare policies to cover a range of staffing issues				
	Provide staff education				
	Plan procedures for temporary office and cemetery closings				

Preparing for Pandemic Influenza: NCA Action Grid					
Section	Preparation Action	Responsible Office	Responsible Person	Completion Date (Planned)	Completion Date (Actual)
2.4.3.3 Infection Control Preparation					
	Provide education				
	Develop protocols to track & manage sick staff				
2.4.3.4 Communication Preparations					
	Develop a communications plan				
	Plan alternate pathways of communications for use during a pandemic outbreak				
	Other:				
	Other:				